

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

CONTRACT NO.: DCEB-2016-C-2016

CAPTION: Workforce and Economic Development Skills Alignment System

PROPOSED CONTRACTOR: SkillSmart

PROGRAM AGENCY: Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO), with administrative execution through the Office of the Deputy Mayor for Planning and Economic Development (DMPED)

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304, and 1700 and 1701

2. MINIMUM NEED:

The Government of the District of Columbia, Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO), has a minimum need for: (1) an online software platform that readily identifies the skills needed for opportunities within specific economic development projects, identifies the skills and credentials that result from various community-based organizations' training programs, and allows job seekers to identify their skills and see how their skills match to potential opportunities; and (2) for specific expertise in the workforce development and skills identification arena whereby a project can be undertaken to identify the skills outcomes of workforce training programs in the District. The proposed term for the contract is date of award through one year with four (4) one-year options.

3. ESTIMATED REASONABLE PRICE:

The estimated reasonable price for the base year is \$240,000.00.

4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- A. SkillSmart has decades of experience in the workforce development, economic development and education fields within the broader Washington, DC region. SkillSmart has developed extensive relationships with District-based organizations focused on workforce training, and has deep experience analyzing workforce training programs for skills and credential outcomes.
- B. SkillSmart has developed a unique, proprietary software platform that identifies the skills required of potential opportunities, allows job candidates to identify their skills, and informs job seekers of potential training opportunities whereby they could upgrade their skills.

- C. SkillSmart's online software platform has been successfully used by organizations for economic and workforce development whereby they have broadcast the skills required of potential opportunities, and linked with local education and training assets to help potential job seekers build their skills.
- D. For the reasons stated above, a sole source award to SkillSmart is the most efficient and cost-effective method of procurement.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

Date

Courtney Snowden, Deputy Mayor

6. CERTIFICATION BY CONTRACT SPECIALIST

I hereby certify that the above findings are true and correct to the best of my knowledge. Further, I certify that the notice on intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

Date

Lindel Reid, CPPB
Senior Contract Specialist

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST
Director, Contracts, Procurement and Grants